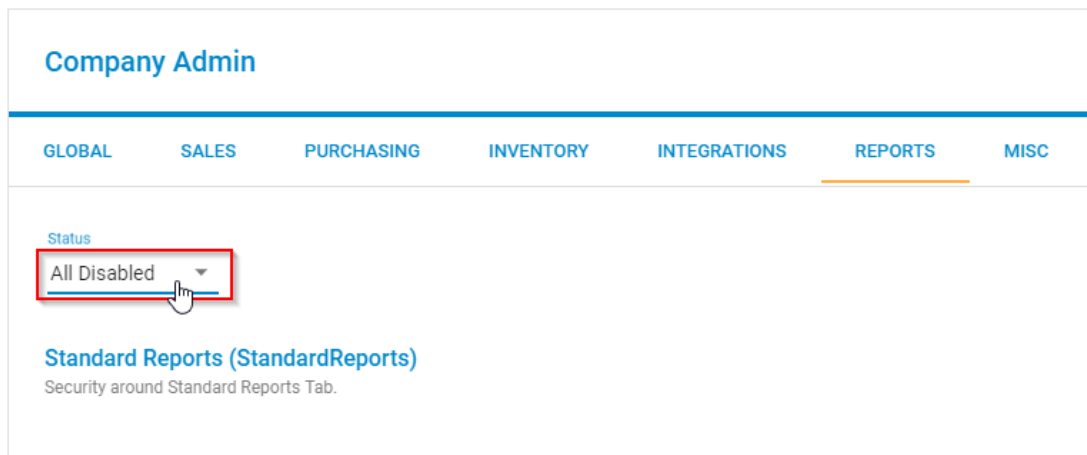# Reports

Megan De Freitas - 2024-12-02 - Modules
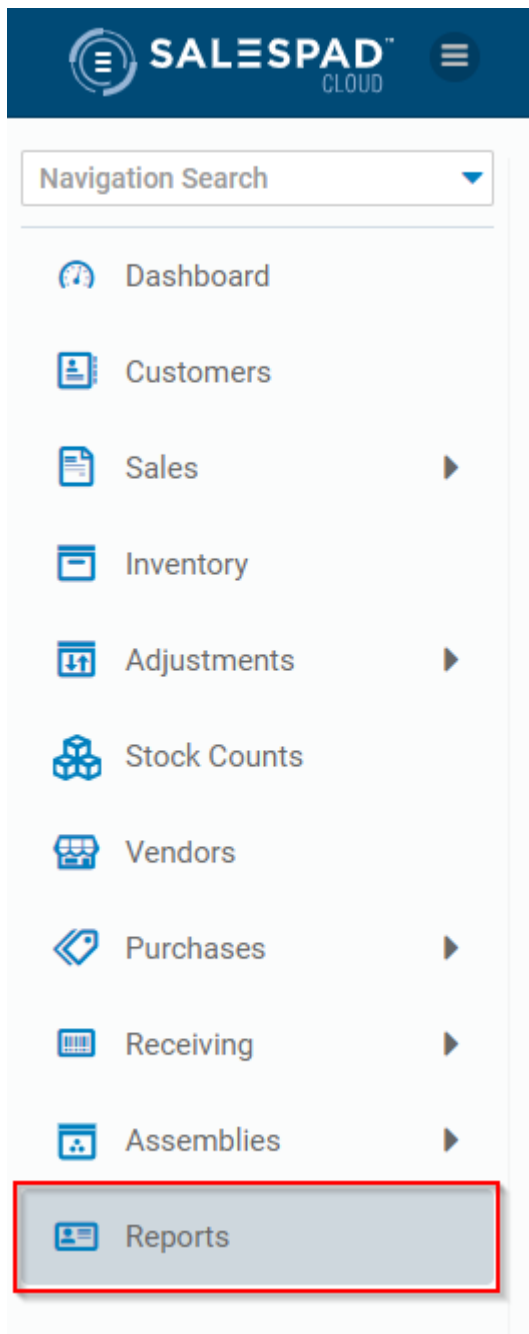
Overview

The Reports module is a quick, easy way to access reports in SalesPad Cloud. All of SalesPad Cloud's pre-configured reports can be found here, as well as any additional reports created and saved in Dynamic Grid Reports.

The Reports module is disabled by default, but can be enabled by navigating to Reports in Manage Security and enabling all.

Once the Reports module has been enabled, navigate to it by selecting **Reports** from the left-hand side of the screen.

Click on a report to view it, and click the star next to the report to add it to the Favorites section for easier access.

Reports

Categories

Favorites	4
Dynamic Grid Reports	7
Inventory	8
Purchasing	2
Sales	4

Favorites

★ **Economic Order Qty**

Calculates the minimum qty to purchase for an item (to make the purchase worth it).

VIEW REPORT

★ **Top 10 Items Sold**

no report description given

VIEW REPORT

★ **Items Below Reorder**

Shows items below their reorder point, filterable by location, item class, default vendor. It can also show the items that don't have a reorder point set.

VIEW REPORT

★ **Items sold to customer**

no report description given

VIEW REPORT